

IEEE Tellers Committee Position Description

OVERVIEW:

The IEEE Tellers Committee is a Committee of the IEEE which reports to the IEEE Board of Directors. The Committee shall be responsible for matters submitted to the membership of IEEE or to groups of members for a vote on the annual election ballot. The Committee oversees the processing of ballots and petitions received, and the tallying of the votes on the IEEE Annual Election ballot, and on any Constitutional amendments.

MEMBERSHIP:

Up to 10 members, including Chair and Vice Chair.

ELIGIBILITY:

- Must hold IEEE Graduate Student Member grade or higher and be in good standing;
- Have at least one member who obtained his or her first collegiate degree within the last fifteen years at the time of appointment and who is at Graduate Student Member, Member grade or higher.
- Preference for IEEE members located within a reasonable distance from the IEEE election processing vendor.

TERMS OF OFFICE:

- Chair: One year; may be reappointed for one additional term
- Members and Vice Chair: One year; may be reappointed up to the term limit of three consecutive years of service as member and or Vice Chair.

RESPONSIBILITIES OF THE CHAIR:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Submit to the IEEE Nominations and Appointments Committee recommendations for potential IEEE Tellers Committee members and Vice Chair;
- Serve as an advisor to the IEEE President on all matters related to the IEEE Annual Election balloting process;
- Serve as an Inspector of Election;
- Serve as the liaison between IEEE and the IEEE election supplier;
- Facilitate the selection of the IEEE election supplier and report to the Board of Directors;
- Facilitate Tellers Committee approval of the annual election timeline;
- Assist staff in reviewing the ballot just prior to issuance to verify correctness;
- Serve as a mentor to Members, especially new Members of the Committee;
- Provide a thorough and timely orientation for members of the Committee;
- Review meeting agendas and minutes with staff;
- Preside over all meetings of the Committee, assuring that appropriate and fair processes are followed, and that appropriate records are maintained;

IEEE Tellers Committee Position Description

- Assure the timely fulfillment of ad hoc responsibilities that may be assigned to the Committee by the President or Board of Directors;
- Identify and address needed improvements in Committee processes and operations;
- Demonstrate and foster a culture of professionalism, open discussion, and confidentiality;
- Provide leadership and assume ultimate responsibility for the timely fulfillment of all responsibilities of the Committee defined and required by IEEE Governing Documents, as follows: The IEEE Certificate of Incorporation under New York State Not for Profit Corporation Law; the IEEE Constitution; IEEE Bylaws, notably Bylaws I-304, I-305 and I-307; IEEE Policies and; IEEE Tellers Committee Operations Manual;
- Report the results of the election to the candidates, the IEEE Board of Directors, and the membership;
- Resolve protests or election challenges and make recommendations to the IEEE Board of Directors;
- Assist with the preparation of submissions to the IEEE Board of Directors;
- Represent the Committee before the IEEE Board of Directors, and submit its year-end report;
- Work closely and effectively with members of the IEEE Professional Staff in fulfilling the above-identified responsibilities;
- Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF THE VICE CHAIR:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Act on behalf of the Chair in the event of his/her incapacity;
- Serve as an Inspector of Election;
- Assist staff in reviewing the ballot just prior to issuance to verify correctness;
- Serve on ad hoc committees as appointed by the Chair;
- Attend in-person and teleconference meetings;
- Serve as a mentor to Members, especially new Members of the Committee;
- Review meeting agendas and minutes with the Chair and staff;
- Demonstrate and foster a culture of professionalism, open discussion, and confidentiality;
- Become familiar with all responsibilities of the Committee defined and required by IEEE Governing Documents, as follows: The IEEE Certificate of Incorporation under New York State Not for Profit Corporation Law; the IEEE Constitution; IEEE Bylaws; IEEE Policies and; IEEE Tellers Committee Operations Manual;
- Work closely and effectively with members of the IEEE Professional Staff and the Chair in fulfilling the above-identified responsibilities;
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These may typically include:
 - Participation in such orientation activities as requested by the Chair;

IEEE Tellers Committee Position Description

- Review committee agendas and minutes prior to each meeting;
- Contribute for the development of the annual schedule of activities;
- Chair and serve on ad hoc committees, as appointed by the Chair;
- Actively participate in all committee discussions and meeting;
- Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF COMMITTEE MEMBERS:

- Be familiar with all matters related to the election and the Committee Operations Manual and related sections of IEEE's Bylaws, Policies and governing documents;
- Assist in supervising all aspects of the vote count (currently most of these are outsourced to an election supplier); Review reports of the results and certify their correctness;
- Serve as an Inspector of Election;
- Assist in resolving any protests;
- Assist in reviewing the ballot just prior to issuance to verify correctness of the ballot;
- Actively participate in all committee meetings and discussions;
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These may typically include:
 - Participation in such orientation activities as requested by the Chair;
 - Review of committee agendas prior to each meeting;
 - Assist with the development of the annual schedule of activities;
 - Chair and serve on ad hoc committees.
- Complete compliance training, as required by IEEE.

QUALIFICATIONS AND SKILLS:

Knowledge

- General familiarity with the IEEE's fields of interests, activities, mission, goals, needs, and direction;
- Knowledge of electronic access, security, and data transfer is helpful but not required;
- Knowledge of the workings of the IEEE election processes is helpful but not required;
- Knowledge of the workings of the Tellers Committee.

Experience

- Experience relevant to the mission of the Committee, acquired either through volunteer activities in IEEE or in similar roles in other organizations;

**IEEE Tellers Committee
Position Description**

- Experience in working within IEEE’s operating culture of volunteer/staff partnerships or experience in other organizations that provide appropriate preparation for working in the IEEE culture.

Personal Characteristics

- Evidence of a high level of professionalism in prior IEEE volunteer roles;
- Strong communications and consensus-building skills;
- Ability to act with discretion and preserve the confidentiality of confidential information;
- Honesty, integrity, and adherence to high ethical standards.

Additional Qualifications for Chair

- Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction;
- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures.

ESTIMATED TIME REQUIREMENTS: ESTIMATED TIME REQUIREMENTS:

Item	Total Estimated Time Required
Material and Agenda Review	Chair and Vice Chairs: 8 hours Members: 4 hours
In-Person Meetings (not including travel time)	2 meetings/year (first quarter of the year and in October)
Teleconferences	As required
Correspondence (emails, drafting of items, etc.)	4 hours
Travel (does not include meeting time)	1-2 days (2 meetings in the location of IEEE election vendor)
Compliance Training (As Required)	4-6 hours

REIMBURSED EXPENSES:

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE Policies.

STAFF CONTACT:

Name: Carrie Loh, Senior Election Specialist, Corporate Governance
 Telephone: +1 732 562 3934
 Email: c.loh@ieee.org